



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

Is Accepting Applications for the Position of

Recreation Leader I, II, III

Part-time, Temporary, Seasonal

Accepting Applications until November 18, 2016

The Position

Under general supervision, Recreation Leaders are assigned to organize, lead and coordinate a wide variety of indoor and outdoor recreation activities at parks, playgrounds and the community center including after school programs, day camps, sport leagues, play grounds, special events and senior events. Also provides varied administrative support primarily to the Parks & Recreation Assistant, and operations of the community center including but not limited to answering phones, program registration and light custodial duties, and performs related work as required.

MUST BE WILLING TO WORK WEEKENDS, EVENING HOURS AND HOLIDAYS AND TO FULFILL THEIR JOB DUTIES.

Standards

Assist in organizing and supervising recreation programs in any one or more of the following areas: children, adults, senior citizens and participants with special needs at playgrounds, parks, the community center, and other recreational areas. Assist in the implementation of and providing leadership to a specific recreational program with guidance from the Parks & Recreation Assistant. Plan, coordinate and implements recreational activities in specific program areas. Assist in maintaining discipline and encourages observances of required safety precautions. Assist in preparing schedule of approved activities. Plan and implement special events and instructional classes. Assist in working with special community groups. Act as a liaison between participants and instructors/staff. Assist supervisor in securing materials, supplies and equipment. Performs all other duties as assigned by the Parks & Recreation Assistant or Recreation Supervisor.

Salary

Recreation Leader I	\$10.00 per hour
Recreation Leader II	\$10.76 per hour
Recreation Leader III	\$11.03 per hour

IMMIGRATION REFORM AND CONTROL ACT

To comply with the Immigration Reform and Control Act, effective November 1986, all potential employees will be required to provide proof of U.S. citizenship or authorization to work in the United States.

Selection Procedure

Required Town application packet, including supplement may be obtained from the "Town of Discovery Bay", 1601 Discovery Bay Blvd., Discovery Bay, CA. 94505 (925) 392-4575, or by accessing our website at www.todb.ca.gov. Application packets for the position of Recreation Leader will be accepted until the positions have been filled. The application packet will be considered incomplete and returned to the applicant if it does not include the completed employment application and supplement.

Application packets will be screened and those applicants possessing the MOST DESIRABLE qualifications will be notified to participate in the examination process. The examination process may include a written test. Oral interview, pre-employment physical examination, and/or background investigation.

The information contained herein does not constitute either an expressed or implied contract and these provisions are subject to change.